

FISCAL OFFICE SPECIALIST

DEFINITION

To perform a variety of fiscal clerical and general clerical duties in the preparation, maintenance and processing of department specific accounting records related to accounts payable, accounts receivable and payroll.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Fiscal Office Specialist series and has the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. This class is distinguished from the Senior Fiscal Office Specialist in that the latter is assigned the fiscal clerical duties for a functional area of responsibility requiring specialized knowledge such as grant and/or contract monitoring or city-wide purchasing support and may provide technical and functional responsibility for other clerical personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor; and may receive functional and/or technical supervision from management, professional, or technical staff.

ESSENTIAL FUNCTIONS - Functions may include, but are not limited to, the following:

Perform a variety of fiscal clerical duties in the preparation, maintenance and processing of accounting records and financial transactions including accounts payable, accounts receivable and payroll functions within an assigned operating department.

Maintain the necessary accounting records to support processed transactions related to area of assignment; reconcile records of area of assignment; verify accounting entries to ensure accuracy.

Process, code, enter and verify numerical or financial data related to area of assignment.

Assist in the preparation of technical reports and documentation related to area of assignment; compile and prepare routine reports.

Provide fiscal clerical support to the Finance Department related to assigned department fiscal functions; research and compile basic technical information related to area of assignment.

Respond to questions from assigned department staff regarding area of assignment.

Type a variety of written material from rough draft, dictaphone or verbal instructions using word processing equipment as assigned.

Act as a receptionist; screen calls and visitors, and refer inquiries as appropriate; respond to complaints and requests for information based upon departmental policies and procedures.

Compile general information from a variety of sources as requested.

Compose routine correspondence independently.

Perform general clerical duties including filing, checking and recording information on records, and processing routine requests for information.

Participate in the preparation of assigned budget.

Perform special projects and studies; collect and compile routine statistical and financial data for special reports.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic bookkeeping procedures.

Basic mathematics.

English spelling, usage, grammar and punctuation.

Modern office practices, procedures and computer equipment.

Ability to:

Intermittently review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.

Learn financial record keeping principles and practices.

Learn basic accounting principles.

Learn to use a computer-based accounting system.

Collect, compile and verify accounting data.

Maintain neat and accurate files and records.

Make arithmetical calculations, postings and comparisons rapidly and accurately.

Type at a speed of 35 Net Words Per Minute.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of responsible clerical, accounting clerical, or administrative/business experience.

Training:

Equivalent to the completion of the twelfth grade.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk and/or stand at a counter for long periods of time. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less.